

Due Date
March 1, 2017

Statement of Personal Property
Assessment date - January 1, 2017

2017

Filing Instructions - you must file this completed return with your local assessor on or before March 1, 2017 (sec. 70.35, Wis. Stats.) Report personal property not reported to the Wisconsin Department of Revenue's Manufacturing & Utility Bureau.

Confidentiality - under state law (sec. 70.35(3), Wis. Stats.), personal property returns filed with the local assessor are confidential records of the assessor's office.

Failure to File - if you do not file, your local assessor will estimate your property's value using the best information available. You will be denied appeal rights with the Board of Review (BOR), under state law (sec. 70.35(4), Wis. Stats.).

Questions? - if you have questions filing this form, contact your local assessor.

	For Office Use Only	
	School district	TID no.
	Assessor name:	
	Assessor address:	

Property Owner and Property Information (agent, consignee or other representative)

Property address: (if different from above)	FEIN no.	Account no.
Business type:	NAICS code	<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City
Owner is: (check box that applies) <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> LLP	County	Municipality

New owner information - complete this section if there was a change in ownership or the business is no longer in operation.

New owner name _____
Property address _____
Mailing address _____
City, state, zip _____
Phone no. _____

Type of change: (check box that applies) ☐ Discontinued ☐ Sold ☐ Incorporated ☐ Moved

Date of change: _____

Preparer and Owner Information/Signature

I, the undersigned declare under penalties of law that I have personally examined this return and its completed schedules. To the best of my knowledge and belief, this return is true, correct and complete.

Preparer		
Name		
Address		
City	State	Zip
Phone	Fax	
Email		
Signature	Date	
Firm or title		

Owner		
Name		
Address		
City	State	Zip
Phone	Fax	
Email		
Signature	Date	
Firm or title		

Schedule A - Personal Property Return (Assessment Summary as of January 1, 2017)

- This schedule summarizes all taxable personal property from Schedules B through H. Line 11, Col. 3 is the total value of your taxable personal property within this municipality.
- Note:** Schedule D-1, exempt computer equipment and software, cash registers and single-function fax machines, is excluded from Total assessable (Line 11)

Col. 1 Property Type	Col. 2 Subtotal	Col. 3 Total	For Office Use Only Class Col. 4	
1. Boats and watercraft (from Sch. B)			1	
2. Machinery, tools and patterns (from Sch. C)			2	
3. Furniture, fixtures and office equipment (from Sch. D)				
4. Multifunction fax machines, copiers, postage meters... (from Sch. D-2)				
5. Total of lines 3, 4			3	
6. Building on leased land (from Sch. E)			4B	
7. Leased equipment (property in charge of but not owned) (from Sch. F)				
8. Supplies (from Sch. G)				
9. All other personal property (from Sch. H)				
10. Total of lines 7, 8, 9			4A	
11. Total assessable - add lines 1, 2, 5, 6, 10				
12. Exempt computer equipment and software owned... (Schedule D-1)				
Total - from the 2016 PA-003 Schedule D-1 (Col. 6)				

Schedule B - Boats and Watercraft

Report: All boats and watercraft are subject to general property taxation. Review the *Composite Conversion Factors and Composite Useful Lives Table* on various equipment: revenue.wi.gov/report/p.html

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6
Description of Boats and Watercraft	Acquisition Year	Original Cost	Conversion Factor	Declared Value January 1	For Office Use Only
Total declared value					

(Note: attach additional sheets if needed)

Enter Col. 5 Total on Sch. A, Line 1, Col. 3

Schedule C - Machinery, Tools and Patterns

Report: All machinery and shop equipment. Use the costs from your accounting records. Summarize the original asset costs by acquisition year as of January 1 of last year. Enter these costs in Col. 2. Enter any additions or deletions by acquisition year in Col. 3.

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6	Col. 7
Acquisition Year	Total Original Installed Cost as of Jan. 1, 2016	Additions, Disposals, and Transfers at Cost Since Jan. 1, 2016	Net total Original Cost as of Jan. 1, 2017 (Col. 2 +/- Col. 3)	Conversion Factor (10-yr)	Indexed Net Value (Full Value) on Jan. 1, 2017 (Col. 4 x Col. 5)	For Office Use Only
2016				0.925		
2015				0.786		
2014				0.675		
2013				0.579		
2012				0.497		
2011				0.435		
2010				0.373		
2009				0.318		
2008				0.280		
2007				0.242		
All prior years				0.139		
Total						

Enter Col. 6 Total on Sch. A, Line 2, Col. 3

Schedule D - Furniture, Fixtures and Office Equipment

Report: All furniture, fixtures, and office equipment (e.g., office, store and professional furniture, fixtures and equipment, business and professional libraries, other assets related to the sales and administration of your business). Original cost in Col.4, should contain all costs of installation and freight, add-ons and sales tax.

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6	Col. 7
Acquisition Year	Total Original Installed Cost as of Jan. 1, 2016	Additions, Disposals, Transfers at Cost Since Jan. 1, 2016	Net Total Original Cost as of Jan. 1, 2017 (Col. 2 +/- Col. 3)	Conversion Factor (10-yr)	Indexed Net Value (Full Value) on Jan. 1, 2017 (Col. 4 x Col. 5)	For Office Use Only
2016				0.925		
2015				0.786		
2014				0.675		
2013				0.579		
2012				0.497		
2011				0.435		
2010				0.373		
2009				0.318		
2008				0.280		
2007				0.242		
All Prior Years				0.139		
Total						

Enter Col. 6 Total on Sch. A, Line 3, Col. 2

**Schedule D1 - Exempt Computer Equipment & Software (Owned),
Cash Registers & Single Function Fax Machines**

• **Report:** Mainframe computers, minicomputers, personal computers, networked personal computers, servers, terminal, monitors, disk drives, electronic peripheral equipment, tape drives, printers, basic operational programs, systems software, prewritten software, ATMs, cash registers, and single function fax machines. Review the *Computer Exemption Guidelines for Assessors and Property Owners* (revenue.wi.gov/pubs/slf/compexqd.pdf).

• **Do not Report:** Custom software

• **Note:** Per state law (sec. 70.36(1m), Wis. Stats.), any person, firm or corporation that fails to include information on exempt property under sec. 70.11(39) and sec. (39m) will owe \$10 for every \$100 or major fraction that is not reported (sec. 70.35, Wis. Stats.).

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6	Col. 7
Acquisition Year	Total Original Cost as of Jan. 1, 2016	Additions, Disposals, Transfers at Cost Since Jan. 1, 2016	Net Total Original Cost as of Jan. 1, 2017 (Col. 2 +/- Col. 3)	Conversion Factor (4-yr)	Indexed Net Value (Full Value) on Jan. 1, 2017 (Col. 4 x Col. 5)	For Office Use Only
2016				0.813		
2015				0.508		
2014				0.320		
2013				0.202		
2012				0.128		
2011				0.080		
2010				0.050		
All prior years				0.031		
Total						

Total leased equipment from Sch. F, Col. 7
Combined totals

Enter Col. 6 Total on Sch. A, Line 12, Col. 2

**Schedule D2 - Multifunction Faxes, Copiers, Postage Meters, Telephone Systems
and Computerized Equipment**

Report: All multifunction fax machines, copiers postage meters, telephone systems (PBXs), and equipment with embedded computerized components.

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6	Col. 7
Acquisition Year	Total Original Cost as of Jan. 1, 2016	Additions, Disposals, Transfers at Cost Since Jan. 1, 2016	Net Total Original Cost as of Jan. 1, 2017 (Col. 2 +/- Col. 3)	Conversion Factors (6-yr)	Indexed Net Value (Full Value) on Jan. 1, 2017 (Col. 4 x Col. 5)	For Office Use Only
2016				0.875		
2015				0.656		
2014				0.497		
2013				0.376		
2012				0.285		
2011				0.220		
All prior years				0.124		
Total						

Enter Col. 6 Total on Sch. A, Line 4, Col. 2

Schedule E - Buildings on Leased Land

Report: Buildings, structures and other improvements you own, but are located on land that you do not own. They are valued in the same manner as improvements located on land that is owned by you. Enter your opinion of value in Col. 4.

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5
Property Description	Acquisition Year	Original Cost	Opinion of Value January 1	For Office Use Only
Total declared value				

Enter Col. 4 Total on Sch. A, Line 6, Col. 3

Schedule F - Leased Equipment (Property in charge of but not owned)

Report: All leased equipment (e.g., business furniture, fixtures, equipment, postage meters, tools, advertising devices) and similar items loaned, leased, stored or otherwise held and not owned by you. These items may or may not be assessed to you. Often, leases state whether the owner or the lessee is responsible for the personal property taxes.

Review the Composite Conversion Factors and Composite Useful Lives on various equipment: revenue.wi.gov/report/p.html. Factors for computer equipment are on schedule D-1.

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6	Col. 7	Col. 8
Name and Address of Leasing Company*	Equipment Type and Lease No.	Gross Annual Rent	Installation Year	Original Cost	Indexed Value Taxable Equipment	Index Value Computer	For Office Use Only
Totals							

*Leasing Companies: To avoid duplication of assessment, provide the same information requested on this schedule including name and location of lessees.

Enter Col. 6 Total on Sch. A, Line 7, Col. 2 D-1 on page 3, near bottom of Col. 6.
Enter Col. 7 Total on Sch. A, Line 7, Col. 2 D-1 on page 3, near bottom of Col. 6.

Schedule G - Supplies

Report: Your supplies inventory. Report items that are in your possession on January 1 and are expensed and not subject to resale, but are necessary in the conduct of business and are consumed in the operations of providing customer services.

Supplies include: Items used for selling and advertising, office, shipping, medical, dental, janitorial and cleaning.

Supplies inventory - January 1, 2017

Enter amount on Sch. A, Line 8, Col. 2

Schedule H - All Other Personal Property, Leasehold Improvements, Signs, Billboards, Logs and Forest Products, Improvements on Exempt Land, Improvements on Forest Cropland or Managed Forestland

Report: All leasehold improvements and other personal property not previously reported on other schedules. Report improvements on exempt land and privately owned structures, billboards, cable television towers or special taxed land.

Review the Composite Conversion Factors and Composite Useful Lives Table on various equipment: revenue.wi.gov/report/p.html.

Leasehold improvements - any alterations, additions or improvements, adding value, made by a tenant to leased or rented premises. Enter

Include: Logs and other forest products belonging to persons whose principal activity is not related to the buying, selling or manufacturing that

Exclude: Merchant's or manufacturing stock.

Col 1	Col 2	Col 3	Col 4	Col 5	Col 6
Acquisition Year	Property Description	Acquisition Cost	Conversion Factor	Declared Value January 1	For Office Use Only
			Total		

Enter Col. 5 Total on Sch. A, Line 9, Col. 2

Lease or Asset Information

For each property you are leasing, provide the following: (attach additional sheets if necessary)

Property 1		Square footage-leased area	Annual rent	Sales/rent
Term	Start (mm-yyyy) End (mm-yyyy)	Sq.Ft.	\$	If your sales are the basis for your rent, enter the percentage of sales you pay as rent.
				_____ %
				Amount paid \$

Rent Includes: (check all that apply)

☐ Electric ☐ Heat ☐ Real estate taxes ☐ Parking ☐ Common area maintenance ☐ Other (describe below)

Do Not Ignore!
Please file by March 1st, 2017

WHO MUST FILE?

-Any person, firm or corporation receiving the Personal Property Statement must complete and return the form to the assessor on or before March 1st to avoid a "Doomage" assessment.

In Wisconsin, the assessment year begins the close of day on January 1st.

-If prior to January 2nd, your taxable personal property was removed from the City of Waukesha, you must indicate the change on the Statement and return the form to the Assessor's Office before March 1.

-If on January 2nd, you were the owner of taxable personal property and that taxable property was later sold or the business moved after January 1st, the property is still taxable for the current year and you are required to complete this personal property Statement: WI Stat 70.13(6)

WHAT IS PERSONAL PROPERTY?

-**Personal property** is the legal term for all property not considered part of real property and used in the operations of a business. Personal property used in a business or non-exempt activity is subject to taxation in the State of Wisconsin.

-**Personal property exemptions** – Some of the more common items exempt from taxation and not required to be reported on this return include merchant's stock in trade, automobiles, trailers, and aircraft. For a more complete listing, refer to WI statutes Sec. 70.111 and 70.112.

-**Computer Equipment, Single Function Fax Machines and Cash Registers** – If the owner of the property fulfills the requirements of Sec. 70.35, computers, certain peripheral equipment, single function fax machines, and cash registers are exempt from taxation. You are required to report the costs of this type of equipment on Schedule D-1 of the personal property statement.

-**Tax Exempt Status:** If you believe that your business or organization is, by statute, tax exempt, contact the Assessors office immediately for the necessary request forms.

WHAT COSTS ARE TO BE REPORTED on the Statement?

-You should include all costs of the acquisition and installation of the taxable asset. This will include sale tax and delivery charges. But do not include finance charges.

FILING LATER THAN MARCH 1ST?

-A two week extension might be granted provided the request is delivered before March 1st and a "good cause" reason is given. You may mail, email, or fax in your extension request. Include your contact number or self addressed stamped envelope for our response.

Email to: jknuese@ci.waukesha.wi.us

Or fax to: 262-650-2571

Please file the enclosed Statement on or before March 1st. Due to heavy mail volume around March 1, we would appreciate it if you could file as soon as possible. Please include your **account #** on all correspondence. If you have any questions, **please call 262-524-3514.**

2017
CITY OF WAUKESHA
PERSONAL PROPERTY ITEMIZATION FORM

- ❖ **Please complete the “Statement of Personal Property”.** You may use this page to list items purchased in past years and newly acquired last year.
- ❖ Please include a property description, year acquired, number of items, which conversion schedule you used, and the total original cost or if cost is unknown the fair market value of the property.
- ❖ Please provide your Federal Employer Identification Number (EIN), as well as a current telephone number so that we may reach you or your representative with any questions we may have.
- ❖ FIRST TIME FILERS:
If this is the first time you will be filing a personal property return with the City of Waukesha, it may be helpful to list all assets regardless of the year purchased or acquired.

[illegible]

BUSINESS NAME _____

OWNER'S NAME _____

BUSINESS ADDRESS

FEDERAL EIN # _____ PHONE# _____

PLEASE DO NOT DISREGARD THESE FORMS. FAILURE TO FILE A RETURN BY THE DUE DATE OF MARCH 1st, MAY RESULT IN A DOOMAGE (ESTIMATED) ASSESSMENT BEING PLACED ON YOUR ACCOUNT. GENERALLY A DOOMAGE ASSESSMENT WILL BE HIGHER THAN IF THE TAXPAYER HAD FULFILLED THEIR RESPONSIBILITY AND FILED.

FOR ANY QUESTIONS PLEASE CONTACT THE ASSESSOR'S OFFICE AT (262) 524-3514.